

**Rotterdam Town Board Meeting**

**October 26, 2016**

**5:30 p.m.**

**AGENDA REVIEW**

**EXECUTIVE SESSION**

**MISCELLANEOUS**

**7:00 p.m.**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**SUPERVISOR'S REPORT:**

- ❖ **Halloween – Monday, October 31, 2016:**  
Designated hours for “Trick or Treating” are from 2:00 p.m. until 8:00 p.m. The Rotterdam Police Department is once again asking parents to cooperate by having their children home by 8:00 p.m.
- ❖ **Veterans Day Services – Friday, November 11, 2016:**  
Please join us at 2:30 p.m. at Town Hall and visit our website at [www.rotterdamny.org](http://www.rotterdamny.org) for additional information.

**PROCLAMATION/PRESENTATIONS**

**PUBLIC HEARINGS:**

- ❖ To hear comments by the public both in favor and against the 2017 tentative budget as compiled and both for and against any item(s) contained therein.

**PUBLIC COMMENT/PRIVILEGE OF THE FLOOR:**

(Those members of the public wishing to address the Town Board will be asked to sign in before the meeting is called to order on the sign-in sheets being provided. Speakers will be called to the podium in the order of their signing in. Persons recognized by the Chair to speak during privilege of the floor shall direct his/her comments to the Town Supervisor as Chair of the meeting. Persons granted the privilege of the floor shall first clearly state his/her name and address for the record. Persons so addressing the Chair through the use of a prepared written statement shall submit a copy of the same to the Town Clerk for the purpose of maintaining clear and accurate official minutes of the Town Board meeting.)

**General Rules of Procedure for Public Hearings & Privilege of the Floor:**

Any person recognized by the Town Supervisor to speak during privilege of the floor shall direct his/her comments to the Town Supervisor as Chair of the meeting. Any person granted the privilege of the floor shall first clearly state his/her name and address for the record. The purpose of privilege of the floor shall be for speakers to express their views, thoughts and speak freely. Each speaker, who wishes to address the Town Board and the public, shall have an equal and reasonable opportunity to be heard by the Town Board and the public. Each speaker shall be afforded a maximum of four (4) minutes to address the Town Board and public.

**ORDERS**

**INTRODUCTION OF RESOLUTIONS AND MOTIONS:**

**Res. No.**

**249.16** The Town Board of the Town of Rotterdam acknowledges the appointments of Joseph Dixon and Robert Zink, hired on August 8, 2016, to the position of Laborer and Daniel Marsello and Kyle Binkley hired on August 15, 2016, to the position of Laborer by the Highway Superintendent at the Town of Rotterdam Highway Department.

**250.16** Refer to Planning Commission for report and recommendation thereon a proposed Local Law of the Year 2016 for the following purpose:

For a Report and Recommendation of the addition and adoption of a Solar Energy Facilities Local Law, to be added to the existing Chapter 270, entitled "Zoning".

**251.16** Authorize the Comptroller to transfer the necessary funding to cover the retirement benefits for Patrick Carroll from the Employee Benefit Reserve to the General Operating Fund in an amount not to exceed forty one thousand one hundred eighty three and 17/100 dollars (41,183.17).

**252.16** Authorize the acceptance of State and Municipal Facilities Program Grant in the amount of three hundred fifty four thousand and 00/100 dollars (\$354,000.00), to pay for the improvements to the Rotterdam Senior Center Building.

**253.16** Authorize the Comptroller to establish Capital Project H0103-Rotterdam Senior Center Building Improvements, for the Rotterdam Senior Center Building Improvements to track revenues and expenditures for the project in the amount of three hundred fifty four thousand and 00/100 dollars (\$354,000.00).

**254.16** Authorize to accept State and Municipal Facilities Program ("SAM") Grant and designate the Town Supervisor and Town Planner to execute all documents necessary for the grant certification and administration.

**255.16** Authorize the Town Board of the Town of Rotterdam to accept the final payment for the landfill closure project and authorize the comptroller to increase revenue line A3389.06 "New York State Grants" by ten thousand one hundred seventy two and 50/100 dollars (\$10,172.50), and increase appropriation line A8189.4164 "Consultants" by ten thousand one hundred seventy two and 50/100 dollars (\$10,172.50).

**256.16** Authorize budget transfers by the Town Comptroller to various accounts for 2016.

**COMMITTEE REPORTS**

**MISCELLANEOUS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**STEVEN A. TOMMASONE, Supervisor**

**DRAFT**

**RESOLUTION NO. 249.16**

**THEREFORE, UPON MOTION OF** Councilmember \_\_\_\_\_,

seconded by Councilmember \_\_\_\_\_,

**BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:**

**SECTION 1.** The Town Board of the Town of Rotterdam hereby acknowledges the appointments of Joseph Dixon and Robert Zink, hired on August 8, 2016, to the position of Laborer and Daniel Marsello and Kyle Binkley hired on August 15, 2016, to the position of Laborer by the Highway Superintendent at the Town of Rotterdam Highway Department.

**SECTION 2.** This resolution shall become effective October 26, 2016.

**DATED:** October 26, 2016

NAME	AYES	NOES	ABSTAIN
Christou			
Larmour			
Miller-Herrera			
Villano			
Tommasone			

# TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306  
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org

## LEGISLATIVE REQUEST FORM

DATE: October 14, 2016

TO: Steve Tommassone, Supervisor

FROM: Larry LaMora, Highway Superintendent

TITLE OF REQUEST: Four (4) Laborers

TOWN BOARD MEETING: October 26, 2016

Background Information: To recognize four (4) laborers Joseph Dixon, Robert Zink, hired on August 8, 2016 and Daniel Marsello and Kyle Binkley hired on August 15, 2016 for the Highway Department

### Evaluation/Analysis

Recommendation(s): To place on Town Board Meeting October 26, 2016 to recognize four (4) laborers for the Highway Department

Attachment/Document(s):

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): Highway Law 141

LEGISLATION WILL BE PREPARED BY: Kate McGuirl, Town Attorney

**RESOLUTION NO. 250.16**

**THEREFORE, UPON MOTION OF** Councilmember \_\_\_\_\_,

seconded by Councilmember \_\_\_\_\_,

**BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:**

**SECTION 1.** The Town Board of the Town of Rotterdam hereby refers to the Planning Commission of the Town of Rotterdam for report and recommendation thereon proposed Local Law of the Year 2016 under consideration by the Town Board, as follows:

For a Report and Recommendation of the addition and adoption of a Solar Energy Facilities Local Law, to be added to the existing Chapter 270, entitled "Zoning".

**SECTION 2.** This resolution shall become effective October 26, 2016.

**DATED:** October 26, 2016

NAME	AYES	NOES	ABSTAIN
Christou			
Larmour			
Miller-Herrera			
Villano			
Tommasone			

# TOWN OF ROTTERDAM

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## LEGISLATIVE REQUEST FORM

DATE: October 17, 2016

TO: Steven Tommasone, Town Supervisor

FROM: Peter Comenzo – Senior Planner 

CC: Jonathon Tingley – Steering Committee Chairman

TITLE OF REQUEST: Refer to Planning Commission for Report and Recommendation the adoption of a Solar Energy Facilities Ordinance.

TOWN BOARD MEETING: October 26, 2016

Background Information: Town of Rotterdam does not currently adequately address Solar Energy in the Zoning Code.

Evaluation/Analysis: The Steering Committee in conjunction with Building and Planning Staff worked on a draft ordinance that address solar energy technologies for both small scale solar (homes and businesses) as well as larger solar farms which would be allowed by Special Use Permit in certain Zoning Districts.

Recommendation(s): Refer to Planning Commission for Report and Recommendation the adoption of a Solar Energy Facilities Ordinance.

Attachment/Document(s): Steering Committee Resolution dated 9/26/16.  
Solar Energy Facilities Report dated 9/26/16.  
Solar Draft Local Law (Appendix A)

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): Updates to Zoning Code Chapter 270

LEGISLATION WILL BE PREPARED BY: Diane Martin

# Town of Rotterdam Steering Committee

TOWN OF ROTTERDAM  
1100 Sunrise Boulevard  
Rotterdam, New York 12306

## RESOLUTION

At the regularly scheduled public meeting of the Town of Rotterdam Steering Committee, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York, on Monday, September 26, 2016, at 6:30 p.m., the following resolution was duly adopted:

**WHEREAS**, the Town of Rotterdam Steering Committee was formed on February 10, 2016 by Resolution No. 61.16 of the Town Board of the Town of Rotterdam; and

**WHEREAS**, the Town of Rotterdam Steering Committee, in consultation with the Planning/Zoning Department, has determined that the current Town Code of the Town of Rotterdam fails to adequately address solar energy technologies as a land use in the Town; and

**WHEREAS**, the Town of Rotterdam Steering Committee has investigated and discussed various issues that are presented by solar energy facilities and the Town Code's lack of any provisions with respect thereto; and

**WHEREAS**, the Town of Rotterdam Steering Committee finds that there has been an increase over the last several years in the number of homeowners and businesses that have installed solar energy facilities to supply energy to meet their own on-site energy consumption needs (hereinafter, "accessory use" scale solar energy systems); and

**WHEREAS**, the Town of Rotterdam Steering Committee finds that the Town's treatment of such "accessory use" scale solar energy systems as accessory uses/structures, while properly permitting such facilities to be installed, nonetheless fails to address some of the land use nuances presented by various types of such facilities; and

**WHEREAS**, the Town of Rotterdam Steering Committee finds that the Town Code does not currently permit development of solar facilities designed to generate energy primarily for off-site sales and distribution (hereinafter, “solar farm” scale solar energy systems); and

**WHEREAS**, the Town of Rotterdam Steering Committee finds that there has been an increase in recent years in interest on the part of property owners and solar development companies to develop such “solar farm” scale solar energy systems in the Town of Rotterdam;

**WHEREAS**, the Town of Rotterdam Steering Committee finds that property owners seeking to derive economic value from their properties through development of such “solar farm” scale solar energy systems should be able to do so as long as such development is appropriate in the applicable zoning district, does not adversely affect the community or surrounding properties, and does not present an unreasonable safety risk; and

**WHEREAS**, the Town of Rotterdam Steering Committee finds that the Town’s A (Agricultural), I-1 (Light Industrial), and I-2 (Heavy Industrial) zoning districts are areas in which “solar farm” scale solar energy systems would be appropriate, provided that the Town has adequate review and approval authority over such developments to protect the health, safety, and general welfare of the community; and

**WHEREAS**, the Town of Rotterdam Steering Committee finds that the special use permit and site plan review and approval processes, conducted by the Planning Board, provide sufficient oversight authority to ensure that “solar farm” scale solar energy systems are designed and developed in a manner that is protective of the community, provided that additional documentation, information, and review processes and standards are required in connection with such developments; and

**WHEREAS**, after reviewing various local laws adopted in other municipalities throughout the State, and in consultation with the Planning/Zoning Department and the Building Department of the Town of Rotterdam, the Rotterdam Steering Committee has prepared a draft local law

designed to address current deficiencies in the Town Code with respect to both “accessory use” scale solar energy systems and “solar farm” scale solar energy systems; and

**WHEREAS**, the Town of Rotterdam Steering Committee has also investigated the property and school tax implications of solar energy facility development in the Town and has found that Section 487 of the New York Real Property Tax Law generally provides a fifteen year tax exemption for solar energy facilities to the extent of the value added by such facilities; and

**WHEREAS**, the Town of Rotterdam Steering Committee has determined that the Town should seek to generate revenue through a Payment in Lieu of Taxes Agreement with the owners/developers of any “solar farm” scale solar energy systems, a method authorized under Section 487 of the New York State Real Property Tax Law, while maintaining the exemption for “accessory use” scale solar energy systems; and

**WHEREAS**, the Town of Rotterdam Steering Committee, following its investigation, has prepared a written report and recommendation to the Town Board of the Town of Rotterdam; and

**WHEREAS**, the Town of Rotterdam Steering Committee desires to forward its written report and recommendation to the Town Board for consideration, to recommend that the Town Board consider enactment of the draft local law relating to solar energy facilities prepared by the Town of Rotterdam Steering Committee, and that the Town seek to generate tax revenue from “solar farm” scale solar energy systems in a manner authorized by law, while maintaining the exemption for “accessory use” scale solar energy systems;

**NOW, THEREFORE**, upon motion of Member Tingley, seconded by Member Ahl,

**BE IT RESOLVED BY THE TOWN OF ROTTERDAM STEERING COMMITTEE**

**AS FOLLOWS:**

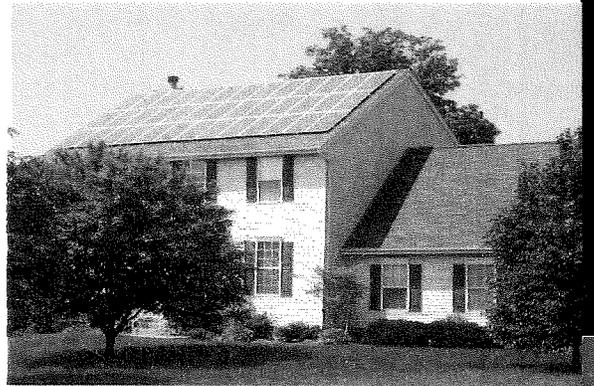
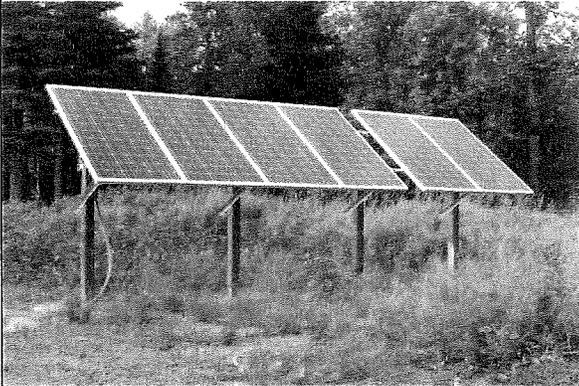
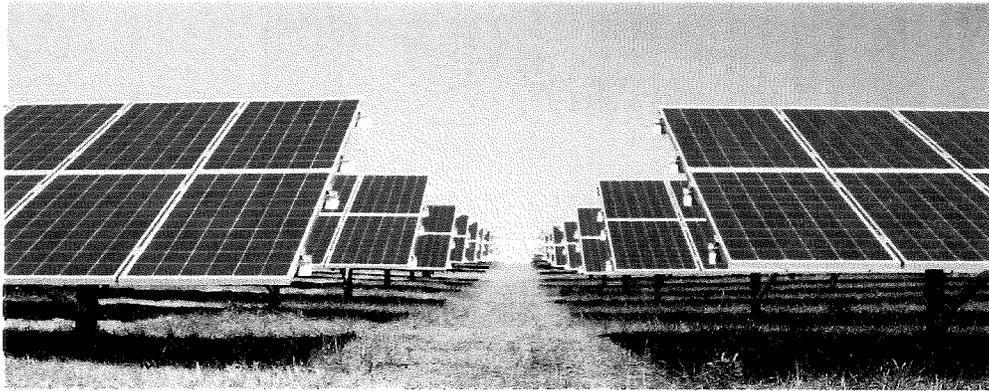
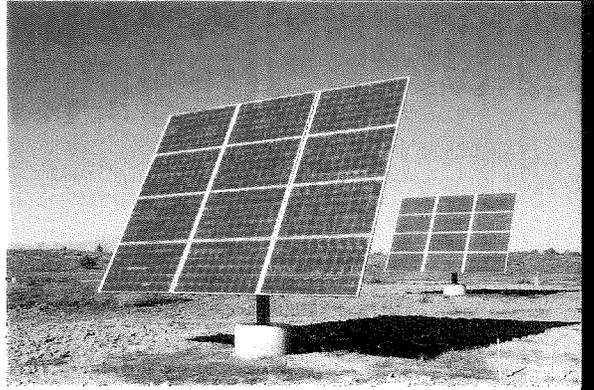
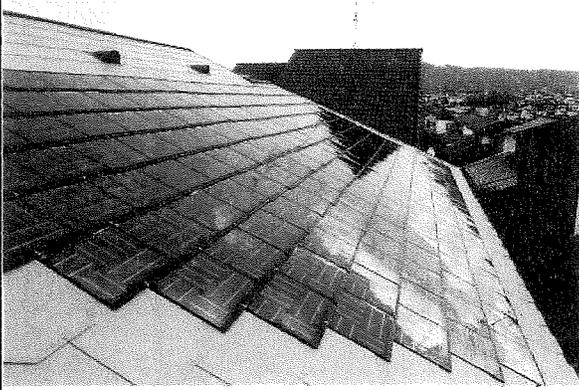
1. The Town of Rotterdam Steering Committee hereby adopts as its written report and recommendation the document annexed hereto entitled, “Solar Energy Facilities:

Report and Recommendation to the Town Board of the Town of Rotterdam”, dated September 26, 2016, inclusive of Appendix A thereto.

2. The Town of Rotterdam Steering Committee hereby authorizes and directs the Chairman of the Rotterdam Steering Committee to transmit a copy of the annexed report and recommendation, along with its appendix, and along with a copy of this written resolution, to the Town Board of the Town of Rotterdam, the Planning Board of the Town of Rotterdam, the Zoning Board of Appeals of the Town of Rotterdam, the Department of Public Works of the Town of Rotterdam, the Town Assessor of the Town of Rotterdam, and the Town Clerk of the Town of Rotterdam.
3. In the event the Town Board of the Town of Rotterdam requests a presentation of the Town of Rotterdam Steering Committee’s report and recommendation and/or the appendix thereto, the Town of Rotterdam Steering Committee hereby authorizes and directs the Chairman of the Town of Rotterdam Steering Committee to present the findings of the annexed report and recommendation and the appendix thereto to the Town Board of the Town of Rotterdam.
4. This resolution shall become effective September 26, 2016.

Dated: September 26, 2016  
Rotterdam, New York

<u>Name</u>	<u>Aye</u>	<u>No</u>	<u>Abstain</u>
David Ahl, Member	X		
Kathy Curtis, Member (absent)			
Milan Jackson, Member	X		
Joseph Malatesta, Member (absent)			
Jonathon Tingley, Chairman	X		



# **SOLAR ENERGY FACILITIES**

## **REPORT AND RECOMMENDATION TO THE TOWN BOARD OF THE TOWN OF ROTTERDAM**

Prepared by the Town of Rotterdam Steering Committee

September 26, 2016

# SOLAR ENERGY FACILITIES

## REPORT AND RECOMMENDATION

### EXECUTIVE SUMMARY

Due to a variety of factors, including declining costs, increasingly efficient technology, and robust government incentives, interest in both small and large scale solar energy systems in the Town of Rotterdam has increased dramatically over the last few years. The Rotterdam Steering Committee recommends that the Town Board enact a local law to address solar energy systems; that, in the case of small scale solar energy systems designed to meet only on-site energy needs, the Town maintain the currently effective state law tax exemption; and that, in the case of large scale solar energy systems designed to supply energy off-site, the Town seek to generate revenue from such systems through entry into a Payment in Lieu of Taxes Agreement with the developer/owner as authorized under state law.

### EXISTING LAW

The existing Town of Rotterdam Town Code, including its zoning code, does not include any provision specifically permitting solar energy generation facilities, regardless of whether such facilities would generate energy for on-site consumption only or for off-site sales and distribution.

For homeowners and existing businesses only seeking to generate energy for their on-site use, this scenario has not presented a substantial obstacle to installing small scale solar energy facilities. The Town of Rotterdam has determined for such applications—where the equipment is installed to produce energy for on-site consumption—that such small scale solar energy facilities constitute “accessory uses” under the Town’s zoning code. This treatment, while allowing such equipment to be installed, still fails to address some of the land use issues that are particular to solar energy equipment.

Larger scale solar energy facilities, designed to produce energy for off-site sales and distribution, are not afforded the same treatment as these smaller systems. Under the Town zoning code, such larger scale solar energy facilities do not constitute “accessory uses”. Additionally, none of the existing

AMERICAN  
PLANNING  
ASSOCIATION:

*“From a more practical standpoint, local governments across the country have been caught flat-footed by proposals for new solar farms or by a sharp uptick in permit applications for new rooftop solar installations.”*  
Planning for Solar Energy Briefing Papers, at 4 (2013).

Solar Energy  
Industries  
Association:

**New York:**  
242 MW in 2015  
Rank: 7th in U.S.

**Nation:**  
400% increase in  
non-residential  
installations since  
2009

zoning districts list among their permitted uses or special permit uses these types of larger scale solar energy facilities. Accordingly, there is currently no mechanism in place under the existing Town of Rotterdam Town Code for the review or approval of proposed solar energy facilities that would supply energy for off-site sales and distribution.

## **NEED FOR LEGISLATION**

According to the Solar Energy Industries Association, a national trade association of the United States solar industry, New York State installed 242 Megawatts (MW) of solar electric capacity in 2015, ranking it seventh in the nation. Installed solar capacity in New York grew by more than 65% over the prior year. Since 2010, the prices of installed solar photovoltaic systems have dropped 66%. Nationally, residential solar installations are estimated to have increased solar energy MW capacity by more than 200% since 2014, and non-residential solar installations are estimated to have increased solar energy MW capacity by more than 400% since 2009. These dramatic increases in solar installations, both residential and non-residential, appear to be a product of an increased societal desire to harness and use renewable energy, steadily falling prices of solar energy equipment and systems, increasingly efficient technology, and significant government incentive programs at both the state and federal level.

Over the past several years, the Town of Rotterdam has received an increasing number of applications from homeowners and small businesses seeking to install small scale solar energy systems for purposes of meeting their own energy needs. As noted above, the nature of such systems is such that they are permissible as accessory uses serving an existing principal use. The treatment of these systems generically as accessory uses, without provisions specifically applicable to solar energy systems, however, gives rise to unnecessary administrative difficulty in reviewing applications and an inability to impose safeguards that may be necessary to further the policies of the zoning code and protect the health, safety, and general welfare of the residents.

Varying types of solar energy systems present different land use issues which are not adequately addressed in the existing Zoning Code. For instance, solar collectors installed on the roof of a single family home will typically present fewer issues than will pole-mounted, freestanding solar collectors constructed on the same lot. Pole-mounted, freestanding solar collectors, while still servicing the home, might be located “too close” to a neighboring lot, or might be “too tall”, or might be constructed on a lot that is simply “too small”. Roof mounted solar collectors, on the other hand, are installed directly on the building and are therefore less likely to present these issues. Similarly, as solar energy technology advances, it is becoming more and more common that some of the building materials that comprise a structure—whether it be the actual roofing material, window materials, or façade materials—have solar energy collection properties. Such building integrated photovoltaic systems present fewer off-site impacts than both pole-mounted, freestanding solar collectors and more traditional roof mounted solar collectors.

Additionally, a business may require a much larger number of solar collectors than a single family home in order to meet its energy needs. This could give rise to a large portion of any given property being devoted to solar energy generation, while still being considered merely an “accessory use”. This issue imposes limitations on both the property owner’s ability to meet its energy needs through installation of

an accessory use or structure, as well as on the Town of Rotterdam's ability to adequately regulate the size, location, and number of solar collectors.

In addition to accessory-use type installation applications, the Town of Rotterdam has also received an increasing number of inquiries from solar energy development companies and owners of property located within the Town concerning possible development of larger scale solar energy facilities, which would be designed to produce energy primarily for off-site sales and distribution. As noted above, the Town of Rotterdam Town Code does not currently provide a mechanism for reviewing or approving such larger scale solar energy facilities. This inhibits the ability of property owners within the Town to put to economically beneficial use large areas of their land, which may currently sit idle or which may have been used for a prior use that is no longer economically feasible. Additionally, large scale solar energy facilities are often considered one of the most ideal beneficial uses for properties that have previously been contaminated. The lack of a mechanism in the Town Code to authorize large scale solar facilities presents an obstacle to putting contaminated properties to a beneficial use, which could lead to contaminated properties sitting vacant and unused for longer periods of time. Finally, the lack of any mechanism to review and approve large scale solar energy facilities in the Town inhibits this community's ability to generate and use a readily available renewable energy source, in lieu of energy produced from other, less sustainable resources, such as fossil fuels.

The American Planning Association aptly summarized the problem of communities not being prepared to address solar energy facilities:

"While some communities have recognized the potential of solar energy resources to help them save money and improve the environment, many more have yet to do so. As a result, this important energy resources goes untapped, denying residents the ability to lower their energy bills and reduce demands on fossil fuel usage. From a more practical standpoint, local governments across the country have been caught flat-footed by proposals for new solar farms or by a sharp uptick in permit applications for new rooftop solar installations. A conspicuous silence on the part of local policies, plans, and regulations on the topic of solar energy use constitutes a significant barrier to adoption and implementation of these technologies." American Planning Association, Planning for Solar Energy Briefing Papers, at 4 (2013).

In light of these facts, the Rotterdam Steering Committee, in consultation with the Town of Rotterdam Planning/Zoning Department and Town of Rotterdam Building Department, determined to investigate potential legislative approaches to addressing solar energy facilities.

## **ROTTERDAM STEERING COMMITTEE PROCESS**

The Rotterdam Steering Committee was formed by Resolution No. 61.16, adopted by the Town Board on February 10, 2016. Shortly after the Committee was formed, Planning/Zoning Department Senior Planner, Peter Comenzo, reported on a number of land use issues facing the Town of Rotterdam, one of which included the increasing volume of small scale solar facility applications and the increasing number of inquiries with respect to development of large scale solar facilities in the Town. At its March 28, 2016 meeting, the Committee further discussed the lack of a solar energy facility law in the Town

and determined to investigate how solar facilities are regulated in other municipalities throughout New York for possible consideration of drafting a local law or ordinance for consideration by the Town Board. The Committee thereafter investigated, discussed, and analyzed solar facility regulations at its May 10, 2016, June 27, 2016, July 25, 2016, and August 22, 2016 meetings.

During the course of its work, the Committee reviewed sixteen different solar ordinances or local laws that had been enacted in municipalities throughout New York State. The scope of regulations varied greatly among the different laws, with some providing for only building permit review for all types of solar installations; some providing for much greater regulatory scrutiny for all types of solar installations; and some providing for an increasing regulatory scheme as the size or intensity of the solar installation increased. The Committee also discussed the differing types of solar installations, including building integrated photovoltaic systems, roof-mounted (both frame and flush) systems, pole-mounted/freestanding systems, and large scale “solar farms”, along with some of the particular land use issues associated with each type. At the Committee’s June 27, 2016 meeting, a representative of SunEdison provided information concerning the state’s declining incentive block structure for solar facilities, approaches to decommissioning and financial security, the manner by which the New York State Energy Research & Development Authority (“NYSERDA”) delineates between different types of systems, and various specifications of solar facilities.

Following the Committee’s review of various types of solar regulatory schemes and its investigation and discussions concerning various types of solar facilities, the Committee prepared and reviewed an initial draft of a local law at its July 25, 2016 meeting. The initial draft was intended to be an addition of a new Chapter to the Town Code, separate from the Zoning Code, in order to be consistent with the manner by which the Town addressed wind energy facilities. Following further consultation with the Building Department, the Committee determined that a separate Chapter addressing only solar facilities could lead to administrative difficulties and confusion by members of the public. Accordingly, the Committee modified its approach by gearing the draft local law to integrate its provisions directly into the existing Zoning Code. The Committee collectively and in consultation with the Planning/Zoning Department and the Building Department extensively revised the draft local law over the course of two months. On September 26, 2016, the Committee adopted a resolution to forward the draft local law, along with this report, to the Town Board, with the recommendation that the Town Board enact the local law.

## **SUMMARY OF DRAFT LOCAL LAW**

The draft local law is annexed hereto as **Appendix A**. The following is a summary of its structure and its provisions.

The draft local law is intended to constitute an amendment to the Chapter 270 – Zoning of the Town of Rotterdam Town Code. The draft local law distinguishes between (i) “small scale solar” energy systems, which are systems designed to only produce enough energy to meet the demands of the particular lot on which the system is installed, and (ii) solar farms or solar power plants, which are systems designed to produce electricity primarily for wholesale or retail sales or for off-site consumption.

Sections 1 and 2 of the draft local law provide the title and the purpose and intent behind the local law.

Section 3 of the draft local law provides various definitions of terms relating to, among other things, the various types of solar energy systems. This section also provides for the distinction between small scale solar energy systems and solar farms/solar power plant primarily by whether the energy generated is intended to meet on-site energy needs or instead to be sole or otherwise distributed off-site.

Section 4 of the draft local law provides for solar-specific regulations to govern, where applicable, in the case of inconsistency with provisions of the Zoning Code governing accessory uses/structures.

Sections 5, 6 and 7 of the draft local law authorizes solar farms and solar power plants as a special permit use in the A (Agricultural), I-1 (Light Industrial), and I-2 (Heavy Industrial) zoning districts.

Section 8 of the draft local law provides for solar-specific regulations to govern, where applicable, in the case of inconsistency with provisions of the Zoning Code governing accessory uses/structures.

Section 9 of the draft local law provides for the solar-specific regulations concerning fencing, where applicable, to apply rather than the existing provisions governing fencing.

Section 10 of the draft local law adds a new Section 270-153 to authorize solar farms and solar power plants in the A (Agricultural), I-1 (Light Industrial), and I-2 (Heavy Industrial) zoning districts upon issuance of a special use permit and site plan approval by the Planning Board; provides for certain application documentation and information submission requirements; provides standards for review and approval; and provides for decommissioning and Town remedies.

Section 11 of the draft local law adds a new Article XXVIII (new Sections 270-220 and 270-221) to permit small scale solar systems with regulations applicable to each of the various types, including rooftop/building mounted, building integrated photovoltaic, freestanding/ground mounted, and solar thermal; and to provide for minimum safety requirements with respect to, among other things, installation and connection.

Section 12 provides for continuing enforceability and validity of the provisions of the local law in the event any specific provision(s) are deemed invalid or unenforceable.

Section 13 provides for application of the more restrictive/protective provisions of this law or any other conflicting/different law to the extent permitted by law.

Section 14 provides for effectiveness of the local law following enactment upon filing with the New York State Secretary of State.

Section 15 provides the authority under which the law is adopted and provides for supersession of any inconsistent state law, to the extent permitted by law.

## **PROPERTY TAX IMPLICATIONS AND STRATEGIES**

Section 487 of the New York Real Property Tax Law provides a real property tax and school tax exemption for solar energy systems approved by the New York State Energy Research and Development Authority. The exemption is available for a fifteen year period and applies to the extent of

any increase in assessed value due to the system. The exemption was recently extended from expiring in 2015 to expire in 2025. A town may adopt a local law to provide that no solar exemption shall apply within its jurisdiction for systems constructed after January 1, 1991 or the date of the local law, whichever is later.

With the rise of accessory use solar energy system installations and the increased interest in the Town of Rotterdam in large scale solar energy system, the Town Board may be interested in opting out of the exemption. However, if the Town opts out, it appears that it must do so with respect to all solar systems, without regard to size or intended use. Therefore, while the Town may seek to opt out of the exemption so as to generate tax revenue from large scale solar farms/power plants, it would also be required to opt out with respect to small scale installations, which would increase assessments on, for example, single family homes to the extent of the increase in value attributable to the solar energy system. Accordingly, if the Town seeks to capitalize on an increase in its tax base associated with large scale solar farms/solar power plants, while allowing homeowners and small businesses the benefit of the exemption for small scale solar systems, the local opt-out option made available under Section 487 of the New York Real Property Tax Law does not appear to be available.

Section 487 does provide, however, that upon receiving notification from an owner or developer of its intent to construct a solar system, the Town may require such owner or developer to enter into a Payment in Lieu of Taxes Agreement ("PILOT Agreement"), which may require annual payments in an amount not to exceed the amounts which would otherwise be payable in the absence of the exemption. This option would allow the Town to require installers of larger solar energy systems to make payments in lieu of taxes, while still allowing installers of smaller solar systems to continue to enjoy the benefits of the exemption. In order to be entitled to require the owner or developer to enter in to such a PILOT Agreement, the Town must notify the owner or developer of its intent to require a PILOT Agreement within sixty days after receiving written notification from the owner or developer.

## RECOMMENDATIONS

The Rotterdam Steering Committee respectfully recommends that the Town Board consider adoption of the draft local law annexed hereto as **Appendix A**. The law would provide more specific regulations governing installation of small scale solar energy systems that address some of the land use nuances that are addressed by generally applicable accessory use regulations. The law would also permit use of land for solar farms/solar power plants in three zoning districts in the Town found by the Committee to be most appropriate for such uses. The law would require any owner or developer of a solar farm/solar power plant to secure a special use permit from the Planning Board, which would authorize the Planning Board to deny any application that fails to meet the special use permit standards, which are designed to be protective of the surrounding community. The law would also require site plan review and approval for solar farms/solar power plants, which would allow the Planning Board to ensure that the internal details of the site are sufficient.

The Rotterdam Steering Committee further respectfully recommends that the Town require any owner or developer of a solar farm/solar power plant to enter into a PILOT Agreement to pay amounts that would be due in the absence of the tax exemption provided by state law.

# Appendix A

New York State Department of State  
Division of Corporations, State Records and Uniform Commercial Code  
One Commerce Plaza, 99 Washington Avenue  
Albany, NY 12231-0001  
www.dos.ny.gov

## *Local Law Filing*

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(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County   City   Town   Village  
(select one:)

**of Rotterdam**

**Local Law No. \_\_\_ of the year 2016**

**A LOCAL LAW RELATING TO SOLAR ENERGY FACILITIES IN THE TOWN OF ROTTERDAM**

**Be it enacted by the Town Board of the Town of Rotterdam as follows:**

See attached.

---

**(If additional space is needed, attach pages the same size as this sheet, and number each.)**

**TOWN OF ROTTERDAM  
LOCAL LAW NO. \_\_ OF THE YEAR 2016  
A LOCAL LAW RELATING TO SOLAR ENERGY FACILITIES  
IN THE TOWN OF ROTTERDAM**

**SECTION 1 - TITLE**

This Local Law shall be referred to as “A Local Law Relating to Solar Energy Facilities in the Town of Rotterdam”.

**SECTION 2 – PURPOSE AND INTENT**

Solar energy is a renewable and non-polluting resource that can prevent fossil fuel emissions and reduce a municipality’s energy load. The use of solar energy equipment for the purpose of providing energy is a priority and is a necessary component of the Town of Rotterdam’s current and long-term sustainability needs. This Local Law aims to accommodate solar energy systems and equipment, to balance the potential impact of such systems and equipment on neighbors, and to preserve the rights of property owners to install such solar energy systems and equipment without excess regulation.

**SECTION 3 - DEFINITIONS**

Chapter 270, § 270-5 of the Town Code of the Town of Rotterdam is hereby amended to add the following definitions of terms:

**BUILDING-INTEGRATED PHOTOVOLTAIC (BIPV) SYSTEMS**

A solar energy system that consists of integrating photovoltaic modules into the building materials comprising the structure, such as the roof material or the façade material, and which does not constitute a Rooftop or Building-Mounted Solar System.

**FLUSH-MOUNTED SOLAR PANEL**

A photovoltaic panel or tile that is installed flush to the surface of a roof and which cannot be angled or raised.

**FREESTANDING OR GROUND-MOUNTED SOLAR ENERGY SYSTEM**

A solar energy system that is directly installed in the ground and is not attached or affixed to an existing structure. Pole-mounted solar energy systems shall be considered Freestanding or Ground-Mounted Solar Energy Systems.

**PHOTOVOLTAIC (PV) SYSTEMS**

A solar energy system that produces electricity by the use of semiconductor devices, called photovoltaic cells that generate electricity whenever light strikes them.

**QUALIFIED SOLAR INSTALLER**

A person who has skills and knowledge related to the construction and operation of solar electrical equipment and installation and has received safety training on the hazards

involved. Persons who are on the list of eligible photovoltaic installers maintained by the New York State Energy Research and Development Authority (NYSERDA), or who are certified as a solar installer by the North American Board of Certified Energy Practitioners (NABCEP), shall be deemed to be qualified solar installers for the purposes of this definition. Persons who are not on NYSEDA's list of eligible installers or NABCEP's list of certified installers may be deemed to be qualified solar installers if the Town Building Inspector/Code Enforcement Officer or such other Town officer or employee as the Town Board designates determines such persons have had adequate training to determine the degree and extent of the hazard and the personal protective equipment and job planning necessary to perform the installation safely. Such training shall include the proper use of special precautionary techniques and personal protective equipment, as well as the skills and techniques necessary to distinguish exposed energized parts from other parts of electrical equipment and to determine the nominal voltage of exposed live parts.

#### ROOFTOP OR BUILDING-MOUNTED SOLAR SYSTEM

A solar energy system in which solar panels are mounted on top of the structure of a roof either as a flush-mounted system or as modules fixed to frames.

#### SMALL-SCALE SOLAR

Solar photovoltaic systems or solar-thermal systems which serve only the building to which they are attached, or the building or buildings located on the same lot as such system. The Building Inspector/Code Enforcement Officer shall be authorized to require any applicant to submit proof of the last twelve months of electricity usage for such lot or building, or in the case where twelve months of electricity usage data cannot be produced, proof of the projected electricity usage for such lot or building, for purposes of determining whether an applicant's proposed solar energy system constitutes a Small-Scale Solar energy system.

#### SOLAR COLLECTOR

A solar photovoltaic cell, panel, or array, or solar hot air or water collector device, which relies upon solar radiation as an energy source for the generation of electricity or transfer of stored heat.

#### SOLAR ENERGY EQUIPMENT/SYSTEM

Solar collectors, controls, energy storage devices, heat pumps, heat exchangers, and other materials, hardware or equipment necessary to the process by which solar radiation is collected, converted into another form of energy, stored, protected from unnecessary dissipation and distributed. Solar systems include solar thermal, photovoltaic and concentrated solar. A solar energy system does not include any solar energy system of four square feet in size or less.

#### SOLAR FARM OR SOLAR POWER PLANT

Energy generation facility or area of land principally used to convert solar energy to electricity, whether by photovoltaics, concentrating solar thermal devices or various experimental solar technologies, with the primary purpose of wholesale or retail sales of electricity or off-site consumption.

SOLAR PANEL

A device for the direct conversion of solar energy into electricity.

SOLAR STORAGE BATTERY

A device that stores energy from the sun and makes it available in an electrical form.

SOLAR-THERMAL SYSTEMS

Solar thermal systems directly heat water or other liquid using sunlight. The heated liquid is used for such purposes as space heating and cooling, domestic hot water, and heating pool water.

**SECTION 4 - AMENDMENT OF § 270-15**

Chapter 270, § 270-15 of the Town Code of the Town of Rotterdam is hereby amended by adding a new subparagraph (E), as follows:

- E. Small-Scale Solar. In the case of Small-Scale Solar energy systems or devices, to the extent the foregoing provisions are inconsistent with the provisions of Article XXVIII, the provisions of Article XXVIII shall apply.

**SECTION 5 - ADDITION OF SOLAR FARMS AND SOLAR POWER PLANTS AS SPECIAL PERMIT USE IN A – AGRICULTURAL DISTRICT**

Chapter 270, § 270-18 of the Town Code of the Town of Rotterdam is hereby amended by adding a new subparagraph (M), as follows:

- M. Solar Farms and Solar Power Plants in accordance with § 270-153.

**SECTION 6 - ADDITION OF SOLAR FARMS AND SOLAR POWER PLANTS AS SPECIAL PERMIT USE IN I-1 – LIGHT INDUSTRIAL DISTRICT**

Chapter 270, § 270-73 of the Town Code of the Town of Rotterdam is hereby amended by adding a new subparagraph (O), as follows:

- O. Solar Farms and Solar Power Plants in accordance with § 270-153.

**SECTION 7 - ADDITION OF SOLAR FARMS AND SOLAR POWER PLANTS AS SPECIAL PERMIT USE IN I-2 – HEAVY INDUSTRIAL DISTRICT**

Chapter 270, § 270-84 of the Town Code of the Town of Rotterdam is hereby amended by adding a new subparagraph (G), as follows:

- G. Solar Farms and Solar Power Plants in accordance with § 270-153.

**SECTION 8 - AMENDMENT OF § 270-138**

Chapter 270, § 270-138 of the Town Code of the Town of Rotterdam is hereby amended by adding a new subparagraph (D), as follows:

- D. Small-Scale Solar. In the case of Small-Scale Solar energy systems or devices, to the extent the foregoing provisions are inconsistent with the provisions of Article XXVIII, the provisions of Article XXVIII shall apply.

#### **SECTION 9 - AMENDMENT OF § 270-143**

Chapter 270, § 270-143 of the Town Code of the Town of Rotterdam is hereby amended by adding a new subparagraph (G), as follows:

- G. Exception for Solar Farms and Solar Power Plants. The provisions of this section shall not apply to fences enclosing Solar Farms and Solar Power Plants.

#### **SECTION 10 - SOLAR FARMS AND SOLAR POWER PLANTS**

Chapter 270 of the Town Code of the Town of Rotterdam is hereby amended by adding a new section, § 270-153, as follows:

#### **§ 270-153. Solar Farms**

- A. Solar Farms and Solar Power Plants are permissible in the A – Agricultural, I-1 – Light Industrial, and I-2 – Heavy Industrial Zoning Districts in the Town of Rotterdam upon issuance of a special use permit and site plan approval by the Planning Board.
- B. In addition to the information and materials required under Article XVII (Site Plan Approval) and Article XIX (Special Use Permits), all applications for Solar Farms or Solar Power Plants shall include the following, except to the extent waived by the Planning Board:
  - (1) Plans and drawings of the solar energy system installation signed by a professional engineer registered in New York State showing the proposed layout of the entire solar energy system along with a description of all components, whether on site or off site, existing vegetation and proposed clearing and grading of all sites involved. Clearing and/or grading activities are subject to review by the Planning Board and shall not commence until the issuance of site plan approval.
  - (2) An electrical diagram detailing the solar energy system installation, associated components, and electrical interconnection methods, with all disconnects and over-current devices identified.

- (3) Documentation of access to the project site(s), including location of all access roads, gates, and parking areas.
- (4) Plan for clearing and/or grading of site.
- (5) A stormwater pollution prevention plan as per NYSDEC requirements to detail stormwater runoff management and erosion control plans for the site.
- (6) Documentation of utility notification, including an electric service order number.
- (7) Decommissioning plan and description of financial surety that satisfies the Town that all required improvements shall be made for Solar Farms or Solar Power Plants. For all such systems, the applicant shall submit a decommissioning plan for review and approval as part of the special use permit application. The decommissioning plan shall identify the anticipated life of the project, method and process for removing all components of the solar energy system and returning the site to its preexisting condition, and estimated decommissioning costs, including any salvage value.
- (8) The Town shall require any applicant to pay all associated costs for any application review, including but not limited to engineering, legal, environmental, planning, and the review required under SEQRA. When the Planning Board determines that a review will require engineering, legal, environmental, or planning costs, they shall provide an estimate to the applicant. Subsequently, such payment shall be made prior to commencement of any further Planning Board review.
- (9) Photo simulations shall be included showing the proposed solar energy system in relation to the building/site, along with elevation views and dimensions, and manufacturer's specifications and photographs of the proposed solar energy system, solar collectors, and all other components.
- (10) Part I of the Environmental Assessment Form completed and signed.
- (11) Details of the proposed noise that may be generated by inverter fans. The Planning Board may require a noise analysis to determine potential adverse noise impacts.
- (12) Any other information or documentation as may be reasonably required by the Planning Board.

C. All applications for Solar Farms or Solar Power Plants shall be reviewed and determined in accordance with the procedures and standards set forth in Article XVII (Site Plan Approval) and Article XIX (Special Use Permits) of this Chapter. In addition, the following provisions shall apply:

- (1) All such systems shall adhere to all applicable Town of Rotterdam building, plumbing, electrical, and fire codes.
- (2) Development and operation of a solar energy system shall not have a significant adverse impact on fish, wildlife, or plant species or their critical habitats, or other significant habitats identified by the Town of Rotterdam or other federal or state regulatory agencies. Lands which have the highest ecological values as evidenced by large, contiguous areas of forest, undisturbed drainage areas, wetlands, or NYSDEC identified critical habitats or rare plant and animals populations shall be avoided.
- (3) With the exception of transmission lines and related structures necessary for transmitting electricity generated by the solar energy system for off-site distribution and/or consumption, there shall be a minimum 100 foot buffer between any component of the solar energy system and the parcel boundary line. The Planning Board is authorized to increase the width of this buffer after analysis of site conditions and adjacent land uses.
- (4) Any site containing such solar energy system shall be enclosed by perimeter fencing to restrict unauthorized access at a height of 8 ½ feet or such other height determined by the Planning Board.
- (5) Previously cleared or disturbed areas are preferred locations for solar panel arrays. The clearing of additional lands to accommodate a proposed utility-scale solar energy facility may be permitted, provided the percentage of newly cleared land on any parcel does not exceed 30% of the existing woodlands on that parcel.
- (6) Native grasses and vegetation shall be maintained below the arrays.
- (7) A berm, landscape screen, natural vegetation, or any combination thereof acceptable to the Planning Board capable of screening the site, shall be provided. The solar facility, including any proposed off-site infrastructure, shall be located and screened in such a way as to avoid or minimize visual impacts as viewed from:
  - (a) Publicly dedicated roads and highways; and
  - (b) Existing residential dwellings located on contiguous parcels.
- (8) The design, construction, operation, and maintenance of any solar energy system shall prevent the misdirection and/or reflection of solar rays onto neighboring properties, public roads, and public parks in excess of that which already exists.

- (9) All structures and devices used to support solar collectors shall be non-reflective and/or painted a subtle or earth-tone color to aid in blending the facility into the existing environment.
- (10) All transmission lines and wiring associated with a solar energy system shall be buried and include necessary encasements in accordance with the National Electric Code and Town requirements. The Planning Board may recommend waiving this requirement if sufficient engineering data is submitted by the applicant to demonstrate that underground transmission lines are not feasible or practical. The applicant is required to show the locations of all proposed overhead and underground electric utility lines, including substations and junction boxes and other electrical components for the project on the site plan. All transmission lines and electrical wiring shall be in compliance with the utility company's requirements for interconnection.
- (11) Artificial lighting of solar energy systems shall be limited to lighting required for safety purposes and shall be shielded from all neighboring properties and public roads.
- (12) The manufacturers or installer's identification and appropriate warning signage shall be posted at the entry to the site and clearly visible; provided, however, that total area of such signage shall not exceed twenty-four square feet.
- (13) The height of the solar panel arrays shall not exceed twenty-five feet.
- (14) The Planning Board shall require security in an amount and form acceptable to the Town for the purposes of ensuring that the system is removed and the site is restored as required under § 270-153 (D) of this Chapter. The amount shall be determined by an estimate of total cost of removal of the solar energy system and restoration of the site. Acceptable forms of security shall include, in order of preference: cash or letter of credit, or a combination thereof.
- (15) Following construction of a large-scale or utility-scale ground-mounted solar energy system, all disturbed areas where soil has been exposed shall be reseeded with grass and/or planted with low-level vegetation capable of preventing soil erosion and airborne dust, which grass and vegetation shall be reasonably maintained.
- (16) Special use permits granted for utility-scale solar energy systems shall be assignable or transferable to future landowners of that system on the approved parcel so long as they are in full compliance with this Chapter and all conditions of the special use permit, and the Building Inspector/Code

Enforcement Officer is notified of the property transfer at least 15 days prior thereto.

- (17) Any post-construction changes or alterations to the solar energy system except for repairs, replacements, and upgrades of existing equipment shall be done only by amendment to the special use permit and site plan approval and subject to the requirements of this Chapter.
- (18) After completion of a utility-scale solar energy system, the applicant shall provide a post-construction certification from a professional engineer registered in New York State that the project complies with applicable codes and industry practices and has been constructed and is operating according to the design plans. The applicant shall further provide certification from the utility that the facility has been inspected and connected.

- D. Abandonment or Decommissioning: Solar Farms or Solar Power Plants which have not been in active and continuous service for a period of one year shall be deemed abandoned and shall be removed at the owner's or operator's expense. Decommissioning shall include removal of all energy facilities, structures and equipment including any subsurface wires and footings from the parcel. Any access roads created for building or maintaining the systems shall also be removed and re-planted with vegetation. In the event that the facility is not removed within six months of abandonment, and the site restored as required, the Town may cause the same to be removed and the site restored using the security posted as required by § 270-153 (C) (14) of this Chapter.

## **SECTION 11 - SMALL-SCALE SOLAR**

Chapter 270 of the Town Code of the Town of Rotterdam is hereby amended by adding a new Article XXVIII, as follows:

### **Article XXVIII – Small-Scale Solar**

#### **§ 270-220 – Permits Required for Small-Scale Solar Energy Systems**

- A. The provisions of this Article apply to Small-Scale Solar energy systems. No Small Scale solar energy system or device shall be installed or operated in the Town except in compliance with this Article.
- B. Rooftop and Building-Mounted Solar Collectors. Rooftop and building-mounted solar collectors that constitute Small-Scale Solar energy systems are permitted in all zoning districts in the Town subject to the following conditions:
  - 1. Building permits shall be required for installation of all rooftop and building-mounted solar collectors.

2. Rooftop and building-mounted solar collectors shall not exceed the maximum allowed height of the principal use in any zoning district.
  3. All rooftop and building-mounted solar collectors shall meet all applicable standards set forth in the New York State Uniform Fire Prevention and Building Code.
- C.** Building-Integrated Photovoltaic (BIPV) Systems: BIPV systems that constitute Small-Scale Solar energy systems are permitted in all zoning districts and shall be shown on the plans submitted for the building permit application for the building containing the system. All BIPV systems shall meet all applicable standards set forth in the New York State Uniform Fire Prevention and Building Code.
- D.** Freestanding or Ground-Mounted Solar Energy Systems: Freestanding or ground-mounted solar collectors that constitute Small-Scale Solar energy systems are permitted as accessory structures in all zoning districts of the Town subject to the following conditions:
1. Building permits are required for the installation of all ground-mounted and freestanding solar collectors.
  2. All ground-mounted or freestanding solar collectors shall be setback from the property line by the greater of (i) 20 feet or (ii) the otherwise applicable setback in the subject zoning district. No ground-mounted or freestanding solar collectors shall be permitted on any lot which is less than ½ acre in size.
  3. The height of the solar collector and any mounts shall not exceed 20 feet when oriented at maximum tilt.
  4. Solar energy equipment shall not be sited within any required buffer area.
  5. The total surface area of all ground-mounted and freestanding solar collectors on a lot shall not exceed the area of the ground covered by the building structure of the largest building on the lot measured from the exterior walls, excluding patios, decks, balconies, screened and open porches and attached garages, provided that non-residential placements exceeding this size may be approved by the Planning Board, subject to site plan review pursuant to Article XVII of this Chapter.
  6. The area beneath ground-mounted and freestanding solar collectors shall be included in calculating whether the lot meets maximum permitted Lot Coverage requirements for the applicable District as if the ground-mounted and freestanding solar collectors were deemed to be principal or accessory buildings for purposes of the definition of the term “Lot Coverage”; and
  7. The installation of ground-mounted and freestanding solar collectors shall be considered a land development activity for purposes of Article XXVI of this Chapter.

- E. Solar-Thermal Systems: Solar-thermal systems that constitute Small-Scale Solar energy systems are permitted in all zoning districts subject to the following conditions:
  - 1. Building permits are required for the installation of all solar-thermal systems;
  - 2. Ground-mounted and freestanding solar-thermal systems shall be subject to the same requirements set forth in Subsection D above as for ground-mounted and freestanding solar collectors.
  
- F. Solar energy systems and equipment that constitute Small-Scale Solar energy systems may be permitted only if they are determined not to present any unreasonable safety risks, including, but not limited to, related to the following:
  - 1. Weight load;
  - 2. Wind resistance;
  - 3. Ingress or egress in the event of fire or other emergency.
  
- G. Solar collectors and related equipment that constitute Small-Scale Solar energy systems shall be surfaced, designed and sited so as not to reflect glare onto adjacent properties and roadways.
  
- H. All Small-Scale Solar energy systems shall be designed to produce only so much energy as may be required on the lot or in the building to be served by the system. The Building Inspector/Code Enforcement Officer shall be authorized to require any applicant to submit proof of the last twelve months of electricity usage for such lot or building, or in the case where twelve months of electricity usage data cannot be produced, proof of the projected electricity usage for such lot or building. The Building Inspector/Code Enforcement Officer shall be authorized to deny any application that seeks to install a solar energy system that is designed to produce, or is capable of producing, energy in excess of the electricity usage data or projection for such building or lot.

## **§ 270-221 - Safety**

- A. All solar collector installations must be performed by a qualified solar installer.
- B. Prior to operation, electrical connections must be inspected by The Building Inspector/Code Enforcement Officer and by an appropriate electrical inspection person or agency, as determined by the Town.
- C. Any connection to the public utility grid must be inspected by the appropriate public utility.
- D. Solar energy systems shall be maintained in good working order.

- E. If solar storage batteries are included as part of the solar collector system, they must be placed in a secure container or enclosure meeting the requirements of the New York State Building Code when in use and when no longer used shall be disposed of in accordance with the laws and regulations of the Town and other applicable laws and regulations.
- F. Solar energy systems and equipment shall be marked in order to provide emergency responders with appropriate warning and guidance with respect to isolating the solar electric system. Materials used for marking shall be weather resistant. For residential applications, the marking may be placed within the main service disconnect. If the main service disconnect is operable with the service panel closed, then the marking should be placed on the outside cover. For commercial applications, the marking shall be placed adjacent to the main service disconnect in a location clearly visible from the location where the lever is operated.

#### **SECTION 12 - SEVERABILITY**

If any word, phrase, sentence, part, section, subsection, or other portion of this Law or any application thereof to any person or circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, section, subsection, or other portion, or the proscribed application thereof, shall be severable, and the remaining provisions of this Law, and all applications thereof, not having been declared void, unconstitutional, or invalid, shall remain in full force and effect.

#### **SECTION 13 - CONFLICT WITH OTHER LAWS**

Where this Law differs or conflicts with other Laws, rules and regulations, unless the right to do so is preempted or prohibited by the County, State or Federal government, the more restrictive or protective of the Town and the public shall apply.

#### **SECTION 14 - EFFECTIVE DATE**

This Law shall become effective upon filing with the New York State Secretary of State.

#### **SECTION 15 - AUTHORITY**

This Local Law is enacted pursuant to the New York Municipal Home Rule Law. This Local Law shall supersede the provisions of the New York Town Law to the extent it is inconsistent with the same, and to the extent permitted by the New York State Constitution, the New York Municipal Home Rule Law, or any other applicable statute.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as Local Law No. \_\_\_ of 2016 of the (County)(City)(Town)(Village) of Rotterdam was duly passed by the Town Board of the Town of Rotterdam on \_\_\_\_\_, 2016, in accordance with the applicable provisions of law.

~~2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer\*.)~~

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) (repassed after disapproval) by the \_\_\_\_\_ and was deemed duly adopted on \_\_\_\_\_ 20\_\_\_\_ in accordance with the applicable provisions of law.

~~3. (Final adoption by referendum.)~~

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) (repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_.

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.

~~4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)~~

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) (repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_.

Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.

\* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

**5. (City local law concerning Charter revision proposed by petition.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the City of \_\_\_\_\_ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on \_\_\_\_\_ 20\_\_\_\_, became operative.

**6. (County local law concerning adoption of Charter.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_ of 20\_\_\_\_ of the County of \_\_\_\_\_, State of New York, having been submitted to the electors at the General Election of \_\_\_\_\_ 20\_\_\_\_, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

**(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)**

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1, above.

\_\_\_\_\_  
Diane Marco, Town of Rotterdam Town Clerk  
Clerk of the county legislative body, City, Town or Village  
Clerk or officer designated by local legislative body

(Seal)

Date: \_\_\_\_\_

**RESOLUTION NO. 251.16**

**WHEREAS**, The town established an Employee Liability Reserve fund in 2012 to provide for the payment of accrued benefits due to employees upon the end of their service to the town; and

**WHEREAS**, The fund was established in the General Fund to allow for the payment of retirement benefits that could exceed the amount budgeted for a retiring employee; **NOW**

**THEREFORE, UPON MOTION OF** Councilmember \_\_\_\_\_,

seconded by Councilmember \_\_\_\_\_,

**BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:**

**SECTION 1.** The Town Board of the Town of Rotterdam hereby authorizes the Comptroller to transfer the necessary funding to cover the retirement benefits for Patrick Carroll from the Employee Benefit Reserve to the General Operating Fund, in an amount not to exceed forty one thousand one hundred eighty three and  $17/100$  dollars (41,183.17).

**SECTION 2.** This resolution shall become effective October 26, 2016.

**DATED:** October 26, 2016

NAME	AYES	NOES	ABSTAIN
Christou			
Larmour			
Miller-Herrera			
Villano			
Tommasone			

# TOWN OF ROTTERDAM



John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306  
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org

## LEGISLATIVE REQUEST FORM

DATE: October 17, 2016

TO: Steven Tommasone, Supervisor

FROM: Jacqueline Every, Comptroller *me*

TITLE OF LEGISLATIVE REQUEST: Authorize transfer from Employee Liability Reserve  
Account to Operating Fund

TO BE PLACED ON TOWN BOARD AGENDA OF: October 26, 2016

TO BE PLACED ON TOWN BOARD MEETING OF: October 26, 2016

Background Information: The town established an Employee Liability Reserve fund in 2012 to provide for the payment of accrued benefits due to employees upon the end of their service to the town.

Evaluation/Analysis: The fund was established in the General Fund to allow for the payment of retirement benefits that could exceed the amount budgeted for a retiring employee.

Recommendation(s): Pass the resolution to allow the comptroller to transfer the necessary funding to cover the retirement benefits for Patrick Carroll from the Employee Benefit Reserve to the General Operating Fund.

Attachment/Document(s): Resolution establishing reserve fund.

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s):

LEGISLATION WILL BE PREPARED BY: Kate McGuirl, Town Attorney

**RESOLUTION NO. 268.12**

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York on Wednesday, October 24, 2012 at 7:00pm., the following resolution was duly adopted:

**WHEREAS**, accrued and accumulated unliquidated time benefits earned by employees will need to be paid to each employee upon termination of service to the town by retirement or other circumstances; and

**WHEREAS**, establishing the procedures as set forth by the State Comptroller's office to create a reserve to maintain the funds to pay out required monetary amounts so as not to add a financial burden to any single year's budget and to have the funds available in a specified reserve; and

**WHEREAS**, authorize the creation of the reserve to provide for the payments that will be required for each employee upon separation from service to the Town; NOW

**UPON MOTION** of Councilmember CALDER, seconded by Councilmember GODLEWSKI,

**BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:**

**SECTION 1.** The Town Board of the Town of Rotterdam is hereby establishes a reserve fund, entitled "Employee Benefit Accrued Liability Reserve Fund" for the purpose of paying accrued employee benefits upon separation of service to the Town of Rotterdam.

**SECTION 2.** The Town Board shall not withdraw from the Employee Benefit Accrued Liability Reserve Fund for any purpose other than those allowed under New York State General Municipal Law Section 6-p.

**SECTION 3.** This resolution shall become effective October 24, 2012

**DATED:** October 24, 2012

NAME	AYES	NOES	ABSTAIN
Godlewski	X		
Martin	X		
Viscusi	X		
Calder	X		
Buffardi	X		

**RESOLUTION NO. 252.16**

**WHEREAS**, the town has been selected to receive State and Municipal Facilities Program Grant to make improvements to the Rotterdam Senior Center Building; **NOW**

**THEREFORE, UPON MOTION OF** Councilmember \_\_\_\_\_,

seconded by Councilmember \_\_\_\_\_,

**BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:**

**SECTION 1.** The Town Board of the Town of Rotterdam hereby authorizes the acceptance of State and Municipal Facilities Program Grant in the amount of three hundred fifty four thousand and 00/100 dollars (\$354,000.00) to pay for the improvements to the Rotterdam Senior Center Building.

**SECTION 2.** This resolution shall become effective October 26, 2016.

**DATED:** October 26, 2016

<b>NAME</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>
Christou			
Larmour			
Miller-Herrera			
Villano			
Tommasone			

# TOWN OF ROTTERDAM



John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306  
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org

## LEGISLATIVE REQUEST FORM

DATE: October 17, 2016

TO: Steven Tommasone, Supervisor

FROM: Jacqueline Every, Comptroller

TITLE OF LEGISLATIVE REQUEST: Authorize acceptance of State and  
Municipal Facilities Program Grant for  
\$354,000

TO BE PLACED ON TOWN BOARD AGENDA OF: October 26, 2016

TO BE PLACED ON TOWN BOARD MEETING OF: October 26, 2016

Background Information: The Town has been selected to receive funding to make improvements to the Rotterdam Senior Center building.

Evaluation/Analysis: The town will need to fund the expenditures of the project to allow the improvements to be completed.

Recommendation(s): Pass the resolution to allow the town to accept the grant enabled by Senator Amedore to allow for the financing necessary to pay for the improvements to the Rotterdam Senior Center building.

Attachment/Document(s): Grant application.

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s):

LEGISLATION WILL BE PREPARED BY: Kate McGuirl, Town Attorney

**RESOLUTION NO. 253.16**

**WHEREAS**, the Town will be the recipient of a State and Municipal Facilities Program Grant (SAM) for three hundred fifty four thousand and 00/100 dollars (\$354,000.00), to renovate the Rotterdam Senior Center Building located on Hamburg Street and these monies will be placed into a capital project account. The expenditures relating to this project will be paid from this account; and

**WHEREAS**, the town will need to fund the expenditures of the project to allow the improvements to be completed; and

**WHEREAS**, establishing the capital project for the costs allow for the revenue and expenditures for this item to be properly maintained; **NOW**

**THEREFORE, UPON MOTION OF** Councilmember \_\_\_\_\_,  
seconded by Councilmember \_\_\_\_\_,

**BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:**

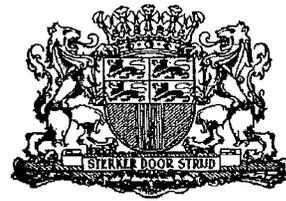
**SECTION 1.** The Town Board of the Town of Rotterdam hereby authorizes the Comptroller to establish Capital Project #10103-Rotterdam Senior Center Building Improvements, for the Rotterdam Senior Center Building Improvements to track revenues and expenditures for the project.

**SECTION 2.** This resolution shall become effective October 26, 2016.

**DATED:** October 26, 2016

NAME	AYES	NOES	ABSTAIN
Christou			
Lamour			
Miller-Herrera			
Villano			
Tommasone			

# TOWN OF ROTTERDAM



John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306  
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org

## LEGISLATIVE REQUEST FORM

DATE: October 17, 2016

TO: Steven Tommasone, Supervisor

FROM: Jacqueline Every, Comptroller *me*

TITLE OF LEGISLATIVE REQUEST: Capital Project HO103- Rotterdam Senior Center Building Improvements

TO BE PLACED ON TOWN BOARD AGENDA OF: October 26, 2016

TO BE PLACED ON TOWN BOARD MEETING OF: October 26, 2016

Background Information: Town will be the recipient of a State and Municipal Facilities Program Grant (SAM) for \$354,000 to renovate the Rotterdam Senior Center building located on Hamburg Street and these monies will be placed into a capital project account. The expenditures relating to this project will be paid from this account.

Evaluation/Analysis: Establishing the capital project for the costs allow for the revenue and expenditures for this item to be properly maintained.

Recommendation(s): Pass the resolution to establish the new capital project fund for the Rotterdam Senior Center Building Improvements to track revenues and expenditures for the project.

Attachment/Document(s): Grant application.

Compliance with Purchasing Policy: N/A

LEGISLATION WILL BE PREPARED BY: Kate McGuirl, Town Attorney

**RESOLUTION NO. 254.16**

**WHEREAS**, The Town of Rotterdam was granted a State and Municipal Facilities Program (“SAM”) Grant in the amount of three hundred fifty four thousand and 00/100 dollars (\$354,000.00), for upgrades to the Town of Rotterdam Senior Center located at 2639 Hamburg Street for an Emergency Shelter and Support Services; and

**WHEREAS**, grant funding was secured by Senator George Amedore and is being administered by the Dormitory Authority of the State of New York (DASNY); **NOW**

**THEREFORE, UPON MOTION OF** Councilmember \_\_\_\_\_,  
seconded by Councilmember \_\_\_\_\_,

**BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:**

**SECTION 1.** The Town Board of the Town of Rotterdam hereby authorizes to accept State and Municipal Facilities Program (“SAM”) Grant and designate the Town Supervisor and Town Planner to execute all documents necessary for the grant certification and administration.

**SECTION 2.** This resolution shall become effective October 26, 2016.

**DATED:** October 26, 2016

NAME	AYES	NOES	ABSTAIN
Christou			
Larmour			
Miller-Herrera			
Villano			
Tommasone			

# TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306  
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



## LEGISLATIVE REQUEST FORM

DATE: October 17, 2016

TO: Steven Tommasone, Town Supervisor

FROM: James Longo, DPW Coordinator

TITLE OF REQUEST: Authorization to accept State and Municipal Facilities Program ("SAM") Grant and designate Town Planner and Town Supervisor as Authorized Officers.

TOWN BOARD MEETING: October 26, 2016

Background Information: Town of Rotterdam was granted a SAM award in the amount \$354,000 for upgrades to the Town of Rotterdam Senior Center located at 2639 Hamburg Street for an Emergency Shelter and Support Services.

Evaluation/Analysis: Grant funding was secured by Senator Amedore and is being administered by the Dormitory Authority of the State of New York (DASNY). Project entails: design/planning, a back-up generator, auditorium flooring, south wing roofing, structural repair, sewer upgrades, and HVAC upgrades.

Recommendation(s): Authorize the Town Supervisor and Town Planner to execute all documents necessary for grant certification and administration.

Attachment/Document(s): SAM Grant Application Funding Request.  
Project Information Sheet

Compliance with Purchasing Policy: Yes

Effect(s) on Existing Law(s): None

LEGISLATION WILL BE PREPARED BY: Diane Martin



Town of Rotterdam  
Department of Public Works  
John F. Kirvin Government Center  
1100 Sunrise Boulevard, Rotterdam, New York 12306

December 8, 2015

DASNY  
Attn: Grants Administration  
515 Broadway  
Albany, NY 12207

**RE: State and Municipal Facilities Program ("SAM")  
Creation of an Emergency Shelter and Support Services  
Project ID: #7134**

Dear Grants Administration:

Enclosed please find the following documents in connection with the SAM Grant awarded to our organization:

1. Project Information Sheet;
2. Deed or Lease;
3. Evidence of committed funding sources; and
4. SEQRA documentation

If you have any comments or questions I can be reached at (518) 355-7575 Extension #338 or [pcomenzo@rotterdamny.org](mailto:pcomenzo@rotterdamny.org).

Sincerely,

A handwritten signature in cursive script that reads "Peter Comenzo".

Peter Comenzo  
Senior Planner

Enclosures

**STATE AND MUNICIPAL FACILITIES CAPITAL PROGRAM  
(SAM)  
PROJECT INFORMATION SHEET**

**SECTION 1: GENERAL INFORMATION**

**A. Project Name:** *Creation of an Emergency Shelter and Support Services*

**Project Location:** *Rotterdam Senior Center, 2639 Hamburg St., Rotterdam, NY 12303*

**B. Organization / Grantee:**

**Legally Incorporated Name:** *Town of Rotterdam*

**Street (not P.O. Box):** *1100 Sunrise Blvd.*

**City: Zip: County:** *Schenectady, NY 12306*

**Phone:** *518-355-7575* **Ext:** *338* **Fax:** *518-355-2725* **E-mail:** *pcomenzo@rotterdamny.org*

**Contact Name & Title:** *Peter Comenzo - Senior Planner*

**Federal Taxpayer I.D./Charity Reg.# (Non-profits Only):**

1. Type of Organization:

- |   |   |
|---|---|
| <input type="checkbox"/> Business Corporation   | <input type="checkbox"/> Public School District   |
| <input type="checkbox"/> State  | <input type="checkbox"/> Public Housing Authority   |
| <input checked="" type="checkbox"/> Municipal Corporation   | <input type="checkbox"/> Public Library or Library System   |
| <input type="checkbox"/> Water District   | <input type="checkbox"/> Fire District / Commission / Department / Volunteer Rescue & Ambulance Squad |
| <input type="checkbox"/> University / Educational Organization (SUNY, Community College, Private) | <input type="checkbox"/> Public Park Conservancy or Not-for-Profit Investment in Parks                |
| <input type="checkbox"/> Sewer District   | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Metropolitan Transportation Authority                                    |   |

2. a) Is the organization currently seeking or receiving any other New York State assistance for this project?  No  Yes

b) Is the SAM Grant a match to receiving the Other New York State Assistance?  No  Yes

If either a or b is Yes, please provide a detailed explanation on an attached separate sheet.

**SECTION 2: PROJECT DESCRIPTION****Project Description and Amount**

1. Please attach a separate sheet with a detailed description of the specific capital project that will be undertaken and funded pursuant to this Grant.

2. Project Start Date: 3/1/16 Anticipated Date of Project Completion: 6/30/16

3. Please list the anticipated amount of funding to be received from the SAM Program for this project.

\$ 354,000

<p>4. Will any entity other than the Grantee set forth in Section 1, above, be paying any project related costs? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><u>If Yes</u>, please attach a separate sheet setting forth the costs to be paid by another entity, as well as a description of the relationship between the Grantee and the other entity.</p>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
<p>5. Does the Applicant own the site where the project will be located? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p><u>If No</u>, please attach a separate sheet describing the control the Applicant has over the Project site.</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
<p>6. Does the applicant plan to occupy 100% of the project facility? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p><u>If No</u>, attach a schedule explaining the planned occupancy.</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
<p>7. If an organization other than the Grantee will have an interest in the equipment or real property purchased with Grant funds, please attach a separate sheet describing the legal relationship between the Grantee and the organization.</p>	
<p>8. Does the project require environmental or other regulatory permits? <u>If Yes</u>, please specify type: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Have they been secured? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> NA</p> <p><u>If No</u>, please specify why: <i>Septic system will need to be evaluated/ designed by licenced engineer.</i></p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
<p>9. Has any State or local government agency reviewed the project under the State Environmental Quality Review Act (SEQRA)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NA</p> <p><u>If Yes</u>, please set forth the lead agency for the review and provide a copy of the negative declaration, findings statement, or Type II memo issued by the lead agency.</p>	
<p><b>SECTION 3: ELIGIBILITY FOR TAX-EXEMPT FINANCING</b></p>	
<p>1. Has the applicant previously received financing from the sale of tax-exempt bonds? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><u>If Yes</u>, attach a schedule describing the details of such financing.</p>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
<p>2. Does the applicant anticipate applying for financing for <u>this project</u> from the sale of other bonds? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
<p>3. Have any funds been expended or obligations incurred to date on that portion of the project for which this application is made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><u>If Yes</u>, attach a schedule showing details of such disbursements (date, purpose, payee, etc.).</p>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
<p>4. Will the Grantee be utilizing internal labor for any portion of the project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><u>If Yes</u>, attach a narrative summarizing the usage and dollar value of internal labor on the project. Internal labor costs will <u>not</u> be reimbursed from SAM Grant proceeds.</p>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

**SECTION 4: PROJECT BUDGET**

Complete the following Project Budget detailing the proposed sources and uses of funds (attach additional sheets if necessary) that will be utilized to complete the Project. State the source of the funding, and any contingencies that need to be satisfied prior to accessing the funds.

Please include evidence of committed funding sources to be used to complete the project as described. This may include a copy of letter(s) of credit, award letters, a resolution from the governing board of the Grantee committing to provide the balance of the funds, or a combination of the above.

<u>USE OF FUNDS</u>	<u>SOURCES</u>						<u>TOTAL</u>
	State		In-Kind /Equity /Sponsor		Other sources (Please specify each source and include commitment letter or other evidence that funds have been secured)		
	Entity Name	Amount	Source Name	Amount	Entity Name	Amount	
Tasks							
Back-up Generator	SAM	52,000					52,000
Auditor. Jm Floor	"	32,000					32,000
S. Wing Roofing	"	39,000					39,000
Struct. Repair	"	24,000					24,000
Septic Upgrade	"	60,000					60,000
Kitchen Upgrade	"	30,000					30,000
HVAC upgrade	"	98,000					98,000
Design /Planning	"	19,000					19,000
Total:		354,000					354,000

I hereby certify that the information in this Project Information Sheet is true and correct in all material respects, and I understand that the Dormitory Authority of State of New York and other entities that may be involved in the grant process are relying on this information in the course of the reviews that are required under Federal and State law.

Betsy Lombardi  
Signature of Authorized Officer

12/8/15  
Date

Peter Comenzo  
Print Name

Sr. Planner  
Title



Together with the appurtenances and all the estate and rights of the party of the first part in and to said premises.

To have and to hold the premises herein granted unto the party of the second part, its successors and assigns forever.

LIBER 991 PG 270

COUNTY CLERK'S OFFICE

1975 SEP 18 AM 10:19

SCHENECTADY, N. Y.

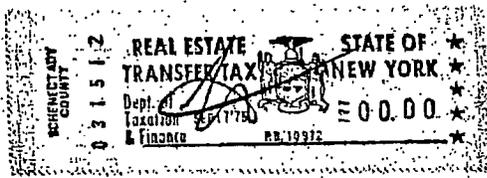
This deed is subject to the trust provisions of Section 13 of the Lien Law.

In Witness Whereof, the party of the first part has caused its corporate seal to be hereunto affixed, and these presents to be signed by its duly authorized officer the day and year first above written.

In presence of:

ROTTERDAM-MOHONASEN CENTRAL SCHOOL DIST.

By Charles B. King, President, Board of Education



State of New York County of Schenectady ss:

On the 17th day of September 1975 before me came

CHARLES B. KING, to me known, who, being by me duly sworn, did depose and say that he resides at No. 1030

Theodore Road, Schenectady, New York that he is the President of the Board of Education of

Rotterdam-Mohonasen Central School District the corporation described in, and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of Education of said corporation; and that he signed his name thereto by like order.

Notary Public signature and name: Schenectady County



**DASNY**

**ANDREW M. CUOMO**  
Governor

**ALFONSO L. CARNEY, JR.**  
Chair

**GERRARD P. BUSHELL**  
President

December 2, 2015

*Evidence of Committed  
Funding Sources*

Mr. Peter Comenzo  
Senior Town Planner  
Town of Rotterdam  
1100 Sunrise Blvd  
Rotterdam, NY 12306

Re: *State and Municipal Facilities Program ("SAM")  
Creation of an Emergency Shelter and Support Services  
Project ID: #7134*

Dear Mr. Comenzo:

As you know, the Town of Rotterdam has been approved by the State to receive a State and Municipal Facilities Program ("SAM") grant for the above-referenced project in the amount of \$354,000 (the "Grant"). DASNY will be administering this Grant.

Enclosed you will find the "Project Information Sheet" for your SAM Grant. Please complete the four (4) sections in the attached Project Information Sheet, as well as sign and date the Project Information Sheet certifying that the information you provided to DASNY is true and correct. Even if some of the information has been submitted to other parties previously, the enclosed Project Information Sheet and attachments must be provided to DASNY. Please mail the signed original as well as the backup documentation and information, as soon as possible, to:

DASNY  
Attn: Grants Administration  
515 Broadway  
Albany, New York 12207

For your convenience, a sample return letter is attached to assist you when assembling the Package to return to DASNY.

Once DASNY receives the Project Information Sheet, a Grant Administrator may contact you to set up a conference call between DASNY and the Town of Rotterdam to discuss the project and how we will proceed.

**CORPORATE HEADQUARTERS**  
515 Broadway  
Albany, NY 12207-2964

T 518-257-3000  
F 518-257-3100

**NEW YORK CITY OFFICE**  
One Penn Plaza, 52nd Floor  
New York, NY 10119-0098

T 212-273-5000  
F 212-273-5121

**BUFFALO OFFICE**  
539 Franklin Street  
Buffalo, NY 14202-1109

T 716-884-9780  
F 716-884-9787

**DORMITORY AUTHORITY STATE OF NEW YORK**

**WE FINANCE, BUILD AND  
DELIVER.**

[www.dasny.org](http://www.dasny.org)



**DASNY**

Page 2

In the meantime, please review the enclosed list of **Frequently Asked Questions**. This list was designed to answer many of the questions that you may have about the Grant process. **Please keep this document to use as a reference during the administration of the Grant.**

Should you have any questions concerning the enclosed documentation, please call (518) 257-3177 and someone from Grants Administration will contact you.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Sarah D. Antonacci".

Sarah D. Antonacci  
Grant Administrator

Enc.

cc (w/out enc.): Mr. Robert F. Mujica, NYS Senate Finance Committee  
Sara Richards, Esq., DASNY



Town of Rotterdam  
Department of Public Works

John F. Kirvin Government Center  
1100 Sunrise Boulevard, Rotterdam, New York 12306

**6NYCRR PART 617**  
**State Environmental Quality Review**  
**LISTED ACTION(S)**

**Date:** December 8, 2015

This notice has been prepared in accordance with Article 8 of the Environmental Conservation Law by the Town of Rotterdam Department of Public Works (Reference: 6 NYCRR 617.5 Unlisted Action)

**Name of Applicant:** Town of Rotterdam  
John F. Kirvin Government Center  
1100 Sunrise Boulevard  
Rotterdam, New York 12306

**Project:** Creation of Emergency Shelter and Support Services at the Rotterdam Senior Citizen Center

**Location:** Town of Rotterdam Senior Center  
2639 Hamburg Street  
Rotterdam, NY 12303

**Status:** **A determination has been made by the Town of Rotterdam Senior Planner that this project is a SEQR Type II listed action under 6 NYCRR Part 617.5(c)(2). This action has been determined not to have a significant impact on the environment or is otherwise precluded from environmental review under Environmental Conservation Law, Article 8.**

**For further information contact:** Peter J. Comenzo  
Town of Rotterdam  
John F. Kirvin Government Center  
1100 Sunrise Boulevard  
Rotterdam, New York 12306  
(518) 355-7575 Extension 338

  
Peter Comenzo  
Senior Planner

**RESOLUTION NO. 255.16**

**WHEREAS**, the Town of Rotterdam operated a sanitary landfill in the past and applied for grant funding to recapture capital spent on the closing of the operation; and

**WHEREAS**, the town maintains a segregated bank account for landfill closure costs and draws down on the funding each year to pay for landfill monitoring, flares, and required maintenance. The final payment of the grant allowed to the town can be applied to the current year budget to cover some of these cost; **NOW**

**THEREFORE, UPON MOTION** of Councilmember \_\_\_\_\_,

seconded by Councilmember \_\_\_\_\_,

**BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:**

**SECTION 1.**The Town Board of the Town of Rotterdam does hereby accept the final payment for the landfill closure project and authorize the comptroller to increase revenue line A3389.06 "New York State Grants" by ten thousand one hundred seventy two and 50/100 dollars (\$10,172.50), and increase appropriation line A8189.4164 "Consultants" by ten thousand one hundred seventy two and 50/100 dollars (\$10,172.50).

**SECTION 2.**This resolution shall become effective October 26, 2016.

**DATED:** October 26, 2016

NAME	AYES	NOES	ABSTAIN
Christou			
Larmour			
Miller-Herrera			
Villano			
Tommasone			

# TOWN OF ROTTERDAM



John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306  
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org

## LEGISLATIVE REQUEST FORM

DATE: October 17, 2016

TO: Steven Tommasone, Supervisor

FROM: Jacqueline Every, Comptroller *Every*

TITLE OF LEGISLATIVE REQUEST: Authorize the acceptance of the Final Payment for the Rotterdam Landfill Closure

TO BE PLACED ON TOWN BOARD AGENDA OF: October 26, 2016

TO BE PLACED ON TOWN BOARD MEETING OF: October 26, 2016

Background Information: The town operated a sanitary landfill in the past and applied for grant funding to recapture capital spent on the closing of the operation.

Evaluation/Analysis: The town maintains a segregated bank account for landfill closure costs and draws down on the funding each year to pay for landfill monitoring, flares, and required maintenance. The final payment of the grant allowed to the town can be applied to the current year budget to cover some of these costs.

Recommendation(s): Accept the final payment for the landfill closure project and authorize the comptroller to increase revenue line A3389.06 NYS Grants by \$10,172.50 and increase appropriation line A8189.4164 Consultants by \$10,172.50.

Attachment/Document(s): Copy of payment.

Compliance with Purchasing Policy: N/A

LEGISLATION WILL BE PREPARED BY: Kate McGuirl, Town Attorney

Review Payments

Payment Details

ROTTERDAM TOWN OF  
 3215405 Business Unit: DEC01 Phone: (518) 402-9310  
 Invoice Number C302664-FINAL Payment Date 08/12/2016  
 Method ACH Pay Status Paid  
 Amount \$10,172.50 Currency USD  
 Paid To ROTTERDAM TOWN OF

Country USA United States Address 1 1100 SUNRISE BLVD  
 Address 2  
 Address 3  
 City SCHENECTADY  
 County Postal 12306  
 State NY New York

From Key Bank

Payment Advice

Personalize | Find | First 1 of 1 Last

Row	Invoice	Gross Amount	Discount	Discount Taken	Paid Amount	Payment
1	Invoice: C302664-FINAL	Gross Amount: 10,172.50 USD	Discount: 0.00 USD	Discount Taken: 0.00 USD	Paid Amount: 10,172.50 USD	Payment Message

Transaction Inquiry : Account Activity Settings

Results 1-6 |< < > >|

Date	Status	Description	Serial Number	Withdrawal Amount	Deposit Amount	Balance	Image
08/12/2016		NYS OSC ACH ID :AP00017616102 NAME :ROTTERDAM TOWN OF			\$10,172.50		

TOWN OF ROTTERDAM RECEIPT

364

FUND NAME Operating

FUND ACCOUNT AMOUNT

A-	3389.06	10,172.50

RECEIVED OF: NYS  
Environmental Contribution

DATE: 8/12/16

CHECK NO.: ACH 081216

FOR: LANDFILL CLOSURE

State Assistance Program

Contract # C302664 -

Final

TOTAL: \$ 10,172.50 BY: 

Y

Mullally, Darlene

HR 14

**From:** Ashok Gupta [akgupta@gw.dec.state.ny.us]  
**Sent:** Friday, January 07, 2011 8:54 AM  
**To:** DelGallo, Francis  
**Cc:** Gus Carayiannis; Vincent Fay  
**Subject:** Landfill Closure State Assistance - Rotterdam Landfill - Retainage Release - Contract No.'s C300226 and C302664



AC-1171stateaidvo  
ucher[1].pdf ...

Dear Mr. Del Gallo,

Our records indicates that the Landfill closure project under the above referenced two contracts has been completed. Under these contracts the following retainage amount was withheld:

Contract # C300226 - \$32,782.14

\* Contract # C302664 - \$10,172.50 *Rec'd 8-12-16 Rec # 364.16*

Since the work under these contracts has been completed, it is time when Town must request the release of this retainage amount. For this purpose, the Town must submit a completed State Aid Voucher for each contract. For your convenience, a blank State Aid Voucher Form is attached.

You are requested to submit the required document by January 14, 2011 so that the release can be processed within the current fiscal year.

If you have any questions, or need help in completing this request, please contact me.

Thanks.

Ashok

---

Ashok Gupta  
Planning and Municipal Assistance Section Bureau of Permitting and Planning Division of  
Materials Management  
625 Broadway, 9th Floor  
Albany, NY 12233-7253  
Phone (518) 402-8678  
Fax (518) 402-8681  
e-mail: akgupta@gw.dec.state.ny.us

**RESOLUTION NO. 256.16**

**THEREFORE, UPON MOTION** of Councilmember \_\_\_\_\_,

seconded by Councilmember \_\_\_\_\_,

**BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:**

**SECTION 1.** Pursuant to Section 36 of the General Municipal Law of the State of New York and Sections 102, 112 and 113 of Town Law of the State of New York, regarding the Uniform System of Accounts, the following are transfers to the various accounts for 2016 and are hereby audited and approved:

FUND	ACCOUNT #	TITLE	AMOUNT
General	A3120 104032	FROM: POLICE OFFICERS	-90,000.00
General	A3120 2010	INTO: PATROL VEHICLES	90,000.00
General	A3120 103032	FROM: INVESTIGATORS	-30,000.00
General	A3120 2520	INTO: MISC ELECTRONIC & CAMERA EQUIP	30,000.00
General	A3120 105132	FROM: SECRETARY TO THE CHIEF	-30,000.00
General	A3120 2520	INTO: MISC ELECTRONIC & CAMERA EQUIP	30,000.00
General	A1410 4326	FROM: TWN CLRK LEGAL NOTICES	-500.00
General	A1410 4100	INTO: TWN CLRK OFFICE SUPPLIES	500.00
General	A1410 2000	FROM: TWN CLRK OFFICE EQUIPMENT	-10.00
General	A1410 4300	FROM: CONFERENCE/TRAINING	-10.00
General	A1410 4326	FROM: TWN CLRK LEGAL NOTICES	-32.79
General	A1410 4801	FROM: TWN CLRK SOFTWARE SUPP	-210.00
General	A1410 4903	FROM: TWN CLRK OFFICE REPAIRS	-100.00
General	A1410 4400	INTO: TWN CLRK REPAIR/MACH CONTR	362.79
General	A1420 4355	FROM: LAW - APPRAISALS	-500.00
General	A1355 4850	INTO: CONSULTANT	500.00
General	A3620 130016	FROM: CODE ENFORCEMENT OFFICER	-11,621.02
General	A3620 100016	INTO: BUILDING INSPECTOR	11,621.02
Sewer 2	S28130 160084	FROM: WW TREATMENT PLNT OPER TRAINEE	-82.00
Sewer 2	S29055 800007	INTO: S2 DISABILITY INSURANCE	82.00
General	A1910 4107	FROM: SPEC ITEMS UNALL INSURANCE	-5,000.00
General	A1670 4701	INTO: CENTRAL MAILING	5,000.00
General	A90601 810001	FROM: A FUND DENTAL	-6,600.00
General	A9040 800004	INTO: A FUND WORK COMP	6,600.00
Water 5	W590601 810001	FROM: W5 DENTAL INSURANCE	-584.48
Water 5	W59040 800004	INTO: W5 WORKERS COMP	584.48
General	A3120 105132	FROM: SECRETARY TO THE CHIEF	-13,000.00
General	A3120 105032	INTO: SECRETARY TO THE CHIEF	13,000.00
General	A1220 4400	FROM: SPRVSR REPAIR/MACH*CONTRACT	-320.00
General	A1220 4390	INTO: VIDEO TOWN BOARD MEETING	320.00

General	A1315	120004	FROM:	ACCOUNT CLERK	-312.00
General	A1315	4850	INTO:	CONSULTANT SERVICES	312.00
Water 3	W390601	810001	FROM:	W3 DENTAL INSURANCE	-177.23
Water 3	W38320	4165	INTO:	W3 INSURANCE	177.23
General	A1990	4172	FROM:	SPIM CONTINGENT ACCOUNT	-7,004.21
General	A3620	130016	FROM:	CODE ENFORCEMENT OFFICER	-9,247.79
General	A3620	140016	INTO:	BUILDING SAFETY INSPECTOR	16,252.00
Sewer 2	S22120	212000	INCREASE:	(REVENUE) SEWER RENTS	44,428.85
Sewer 2	S28130	4872	INCREASE:	(EXP) PAYMENT TO CITY/PINEWOOD	<u>44,428.85</u>
NET CHANGE:					0.00

**SECTION 2.** This resolution shall become effective October 26, 2016.

**DATED:** October 26, 2016

NAME	AYES	NOES	ABSTAIN
Christou			
Larmour			
Miller-Herrera			
Villano			
Tommasone			

# TOWN OF ROTTERDAM



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John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306  
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org

## LEGISLATIVE REQUEST FORM

DATE: October 17, 2016

TO: Steven Tommasone, Supervisor

FROM: Jacqueline Every, Comptroller *JME*

TITLE OF LEGISLATIVE REQUEST: Budget Transfers for 2016 Budget

TO BE PLACED ON TOWN BOARD AGENDA OF: October 26, 2016

TO BE PLACED ON TOWN BOARD MEETING OF: October 26, 2016

Background Information: Transfers to cover appropriation accounts for 2016 budget purchases.

Evaluation/Analysis: Necessary to keep expenditures funded for purchases.

Recommendation(s): Pass resolution to fund appropriation lines.

Attachment/Document(s): List of proposed transfers.

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): Town Law Sections 112 & 113

LEGISLATION WILL BE PREPARED BY: Kate McGuirl, Town Attorney

FUND	ACCOUNT #	TITLE	AMOUNT
General	A3120 104032 FROM:	POLICE OFFICERS	-90,000.00
General	A3120 2010 INTO:	PATROL VEHICLES	90,000.00
General	A3120 103032 FROM:	INVESTIGATORS	-30,000.00
General	A3120 2520 INTO:	MISC ELECTRONIC & CAMERA EQUIP	30,000.00
General	A3120 105132 FROM:	SECRETARY TO THE CHIEF	-30,000.00
General	A3120 2520 INTO:	MISC ELECTRONIC & CAMERA EQUIP	30,000.00
General	A1410 4326 FROM:	TWN CLRK LEGAL NOTICES	-500.00
General	A1410 4100 INTO:	TWN CLRK OFFICE SUPPLIES	500.00
General	A1410 2000 FROM:	TWN CLRK OFFICE EQUIPMENT	-10.00
General	A1410 4300 FROM:	CONFERENCE/TRAINING	-10.00
General	A1410 4326 FROM:	TWN CLRK LEGAL NOTICES	-32.79
General	A1410 4801 FROM:	TWN CLRK SOFTWARE SUPP	-210.00
General	A1410 4903 FROM:	TWN CLRK OFFICE REPAIRS	-100.00
General	A1410 4400 INTO:	TWN CLRK REPAIR/MACH CONTR	362.79
General	A1420 4355 FROM:	LAW - APPRAISALS	-500.00
General	A1355 4850 INTO:	CONSULTANT	500.00
General	A3620 130016 FROM:	CODE ENFORCEMENT OFFICER	-11,621.02
General	A3620 100016 INTO:	BUILDING INSPECTOR	11,621.02
Sewer 2	S28130 160084 FROM:	WW TREATMENT PLNT OPER TRAINEE	-82.00
Sewer 2	S29055 800007 INTO:	S2 DISABILITY INSURANCE	82.00
General	A1910 4107 FROM:	SPEC ITEMS UNALL INSURANCE	-5,000.00
General	A1670 4701 INTO:	CENTRAL MAILING	5,000.00
General	A90601 810001 FROM:	A FUND DENTAL	-6,600.00
General	A9040 800004 INTO:	A FUND WORK COMP	6,600.00
Water 5	W590601 810001 FROM:	W5 DENTAL INSURANCE	-584.48
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General	A3120 105132 FROM:	SECRETARY TO THE CHIEF	-13,000.00
General	A3120 105032 INTO:	SECRETARY TO THE CHIEF	13,000.00
General	A1220 4400 FROM:	SPRVSR REPAIR/MACH*CONTRACT	-320.00
General	A1220 4390 INTO:	VIDEO TOWN BOARD MEETING	320.00
General	A1315 120004 FROM:	ACCOUNT CLERK	-312.00
General	A1315 4850 INTO:	CONSULTANT SERVICES	312.00
Water 3	W390601 810001 FROM:	W3 DENTAL INSURANCE	-177.23
Water 3	W38320 4165 INTO:	W3 INSURANCE	177.23
General	A1990 4172 FROM:	SPIM CONTINGENT ACCOUNT	-7,004.21
General	A3620 130016 FROM:	CODE ENFORCEMENT OFFICER	-9,247.79
General	A3620 140016 INTO:	BUILDING SAFETY INSPECTOR	16,252.00
Sewer 2	S22120 212000 INCREASE:	(REVENUE) SEWER RENTS	44,428.85
Sewer 2	S28130 4872 INCREASE:	(EXP) PAYMENT TO CITY/PINEWOOD	44,428.85
			NET CHANGE: 0.00



ROTTERDAM POLICE DEPARTMENT  
ADMINISTRATION  
MEMORANDUM



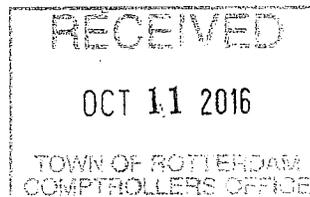
TO : Jacki Every, Comptroller  
FROM : D/C Manikas  
SUBJECT : Budget Transfer  
DATE : October 6, 2016

Please make the following transfers to cover police costs.

From	To	Amount
A3120.104032	A3120.2010	\$90,000.00
A3120.103032	A3120.2520	\$30,000.00
A3120.105132	A3120.2520	\$30,000.00

If you have any questions, please feel free to contact me.

/rk



**TOWN OF ROTTERDAM**

**MEMORANDUM**

**DATE:** October 14, 2016

**TO:** Jacki Every, Comptroller

**FROM:** Diane M. Marco, Rotterdam Town Clerk

**SUBJECT:** Budget transfer

Please transfer: A1410-4326 Town Clerk legal notices

-\$500.00

Into Line item: A1410-4100 Town Clerk Office Supplies

+\$500.00

To cover the daily office supplies



**TOWN OF ROTTERDAM**

**MEMORANDUM**

**DATE:** October 18, 2016

**TO:** Jacki Every, Comptroller

**FROM:** Diane M. Marco, Rotterdam Town Clerk *DMM*

**SUBJECT:** Budget transfers

Please transfer: A1410-2000 Town Clerk Office Eq.	-\$10.00
A1410-4300 TC Conference	-\$10.00
A1410-4326 TC Legal Notice	-\$32.79
A1410-4801 TC Software	-\$210.00
A1410-4903 TC Repairs	-\$100.00

Into Line item: A1410-4400 TC Repair /Machine Contract      +\$362.79

To cover the Repair and Machine contract

# TOWN OF ROTTERDAM

COMPTROLLER'S OFFICE

Jacqueline M. Every, Comptroller



John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306  
Telephone: 518-355-7575 • Fax: 518-356-9029 • Website: www.rotterdamny.org

## MEMORANDUM

TO: Supervisor Tommasone  
Deputy Supervisor Christou

FROM: Jacqueline Every, Comptroller

SUBJECT: Budget transfer requests

DATE: October 18, 2016

From: A1420.4355	Law-Appraisals	-\$500.00
To : A1355.4850	Consultant	+\$500.00

For consultant services to assessor

From: A3620.130016	Code Enforcement Officer	-\$11,621.02
To : A3620.100016	Building Inspector	+\$11,621.02

Cover salary for promotion of J. Keith

From: S28130.160084	WWTP Oper. Trainee	-\$82.00
To : S29055.800007	S2 Disability Insurance	+\$82.00

Cover premium to end of year.

From: A1910.4107	Spec. Items Unalloc. Insurance	-\$5,000.00
To : A1670.4701	Central Mailing	+\$5,000.00

Postage costs for all departments.

From: A90601.810001	A Fund Dental	-\$6,600.00
To : A9040.800004	A Fund Workers Comp. Ins.	+\$6,600.00

Cover annual assessment and premiums

From: W590601.810001	W5 Fund Dental	-\$584.48
To : W59040.800004	W5 Fund Workers Comp. Ins.	+\$584.48

Cover annual assessment and premiums

From: A3120.105132	Secretary to Chief	-\$13,000.00
To : A3120.105032	Secretary to Chief	+\$13,000.00

Fund actual payment line for salary of new secretary to end of year.

From: A1220.4400           Supv.Repair/Machine Contracts     -\$320.00  
To : A1220.4390           Video TB Meetings                   +\$320.00  
Record meetings of town board.

From: A1315.120004       Account Clerk                         -\$312.00  
To : A1315.4850         Consultant Services                 +\$312.00  
Assist in payroll data calculations.

From: W390601.810001    W3 Fund Dental                       -\$177.23  
To : W38320.4165        W3 Insurance                         +\$177.23  
Policy additions and deletions update.

From: A1990.4172         SPIM Contingent Account             -\$ 7,004.21  
From: A3620.130016       Code Enforcement Officer           -\$ 9,247.79  
To : A3620.140016        Building Safety Inspector           +\$16,252.00  
Fund salary line to end of year.

Increase Revenue Line S2 2120.00 Sewer Rents                   +\$44,428.85  
Increase Appropriation Line S28130.4872 Payment to City       +\$44,428.85  
Adjust budget lines for payment to City for service billings